

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8712

Fax: 540.347.5753

NOTICE OF CONTRACT AWARD

DATE: April 19, 2005

COMMODITY NAME: Printing of Parks & Recreations Promotional Materials

CONTRACT NUMBER: 61-05rec

CONTRACT PERIOD: June 1, 2005 to May 31, 2006
June 1, 2006 to May 31, 2007 1st renewal (5/12/06 update)

RENEWAL OPTIONS: June 1, 2007 to May 31, 2008
June 1, 2008 to May 31, 2009

CONTRACTOR: Shenandoah Publications, Inc.
PO Box 777
Woodstock VA 22664
540-459-4000 Phone
540-455-2675 Fax

TERMS: 45 Days

DELIVERY: See contract details

FOR FURTHER INFORMATION CONTACT: Roxanne Ehardt, VCO, Buyer
Phone: 540.428.8712

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL
USING DEPARTMENTS: This contract is the result of a competitive bid
program and its use must follow the FCG&PS Procurement Policy/Procedures
for the purchase of the commodity listed herein. Please see the reverse side of
this notice for further instructions regarding this contract.

By: _____
Roxanne Ehardt, Buyer
FCG&PS Procurement

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing: (See contract details).